

## **3001.105**

### **3001.105 Issuance.**

#### **3001.105-1 Publication and code arrangement.**

- (a) The HSAR is published in:
- (1) The FEDERAL REGISTER and
  - (2) Cumulated form in the Code of Federal Regulations (CFR).

#### **3001.105-2 Arrangement of regulations.**

(a) General. The HSAR, which encompasses both Department-wide and organizational element-unique guidance, conforms to the arrangement and numbering system prescribed by (FAR) 48 CFR 1.105-2. Guidance that is unique to an organization with Head of the Contracting Activity (HCA) authority contains the organization's acronym directly preceding the cite. The following acronyms apply:

Bureau of Customs and Border Protection (CBP)  
Bureau of Immigration and Customs Enforcement (ICE)  
DHS Office of Procurement Operations (OPO)  
Federal Emergency and Management Agency (FEMA) (Includes all elements of the Emergency Preparedness and Response Directorate)  
Federal Law Enforcement Training Center (FLETC)  
Transportation Security Administration (TSA)  
U.S. Coast Guard (USCG)  
U.S. Secret Service (Secret Service)

#### **3001.105-3 Copies.**

The HSAR is available in the FEDERAL REGISTER and electronically at <http://www.dhs.gov/dhspublic/>.

#### **3001.106 OMB Approval under the Paperwork Reduction Act.**

(a) The Office of Management and Budget (OMB) has assigned the following control numbers that must appear on the upper right-hand corner of the face page of each solicitation, contract, modification, and order:

OMB Control No. 1600-002 (Contract related forms)  
OMB Control No. 1600-005 (Offeror submissions)  
OMB Control No. 1600-003 (Contractor submissions)

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OMB Control No. 1600-004 (Protests)

(b) OMB regulations and OMB's approval and assignment of control numbers are conditioned upon not requiring more than three copies (including the original) of any document of information. OMB has granted a waiver to permit the Department to require up to eight copies of proposal packages, including proprietary data, for solicitations, provided that contractors who submit only an original and two copies will not be placed at a disadvantage.

### **Subpart 3001.3—Agency Acquisition Regulations**

#### **3001.301 Policy.**

(a)(1) The HSAR is issued for Departmental guidance according to the policy cited in (FAR) 48 CFR 1.301. The HSAR establishes uniform Homeland Security policies and procedures for all acquisition activities within the Department of the Homeland Security, except the TSA. OE supplemental acquisition regulations to be inserted in the HSAR as a HSAR supplement regulation must be reviewed and approved by the Chief Procurement Officer (CPO) before the CPO submits the proposed coverage for publication in the FEDERAL REGISTER according to (FAR) 48 CFR 1.501.

(2)(i) The CPO is authorized to issue internal agency guidance at any organizational level. Department-wide procedures are contained in the HSAM. The HCA may implement internal procedures or supplement the FAR, HSAR, or HSAM as provided in HSAM 3001.3. The HCA may issue procedures or delegate this authority to any organizational level deemed appropriate. OE procedures may be more restrictive or require higher approval levels than those permitted by the HSAM, unless otherwise specified.

(ii) Individuals granted authority in the HSAR may delegate that authority, unless the FAR or HSAR specifically state that the authority is not delegable.

(b) The Under Secretary of Management established procedures through Management Directive (MD) 0490.1, entitled *Federal Register Notice and Rules*,